

Thank you for contacting the Wisconsin Department of Natural Resources.

Enclosed are the project application materials you have requested.

The Wisconsin Department of Natural Resources helps protect your rights in public waters as well as public safety, by ensuring adequate planning and design of projects affecting fish and wildlife habitat, water quality and natural scenic beauty. This is done through permit and plan approval requirements for individual water projects. Chapters 30 and 31 of the Wisconsin Statutes require written permits for certain activities on or near a waterway: for example, to place any material below the ordinary high water mark (such as rock riprap, fish cribs, culverts, fords, etc.); to construct a bridge, dredge material from a lake or stream; create a pond; or to construct, operate, or maintain a dam. A single pier or wharf can generally be placed without a permit, provided state standards are met; more extensive piers or marinas require a permit.

Before submitting this application for a waterway permit, please contact your county, city or village zoning department to find out if your project site is in either a mapped wetland or floodplain and if local zoning restrictions could affect your project. Please see the Wetland Information topic (found in the Waterway and Wetland Permits Web Page) or request Wetland Packet #20 in addition to this packet for details.

A complete application with detailed drawings will help us make a decision about your application for a permit. The following information is necessary for a complete application.

To help us make a decision in the shortest time possible, please submit the following information:

1. **A copy of your deed or similar proof of ownership** (e.g. land contract, current property tax receipt).
2. **Good photographs that clearly show the existing project area.** Remember, too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference.
3. **Five (5) copies of a completed application Form 3500-53 including applicant information page and project plans.** When completing your application, **please use a ballpoint pen with black ink.** The site location sketch and plan drawings (see Sample Drawing) should be clear and to scale and have enough detail to find the site and understand the project proposal. **Please follow the sample drawing and information requirements pages attached. Also, make sure your phone number (both business and home) and property address or fire number is on the application. Plans may be submitted on a separate page(s), but please submit five (5) copies.**
4. **Five (5) copies of a narrative description of your proposal**, on a separate blank page. Please state:
 - what the project is,
 - how you intend to carry out the project, including methods, materials and equipment,
 - your proposed construction schedule and sequence of work,
 - what temporary and permanent erosion control measures will be used, and
 - the location of any disposal area for dredged or excavated materials.
5. **Five (5) copies of site maps.** Provide copies of relevant maps (when possible), such as USGS topographic map, Wisconsin Wetland Inventory map, FEMA floodplain maps, soil or zoning maps, with the project location clearly identified.
6. **The appropriate application fee (complete Form 3500-53A).**

If you have questions or problems in filling out or completing the application requirements, please call or contact the Water Management Specialist for your county.

When you are finished compiling your application materials, remember to check your application for completeness. Then make copies of all materials so that you can submit **five copies** of the requested information to the Department. We also recommend that you keep a complete copy for your own records. Remember, incomplete applications may cause a delay in processing.

NOTE: Depending upon the type, complexity, and location of your proposed project, **processing can take 60 working days (3 months) or longer to complete a review, public notice and any required environmental analysis if your application is completed in detail.**

PERMANENT BOAT SHELTER INFORMATION REQUIREMENTS

All applications require the following information on the application form and plan drawing sheet supplied or on additional sheets if necessary.

1. Please provide color photographs of the project site, as well as the 5 principal buildings within 500 feet of the project that are clearly visible from the waterway at a time when leaves are present on trees and shrubs.

Refer to the sample plan for assistance in completing your plan drawing (Items 2-4 below)

2. In the **“Proposed Materials”** box, indicate all materials to be used for the project, including their colors.
3. In the **“Location Sketch”** box, draw a map that clearly indicates the location of the project. This map should allow the Department investigator to easily drive to the project site.
4. Under **“Project Plans”**, provide both a top view and a side view of the project. Indicate the scale on each drawing and identify all dimensions.

The **“Top View”** should include:

- a. Existing or proposed pier, with all dimensions.
- b. The location of the adjacent property lines.
- c. The shoreline location and shape.
- d. The water depth at the water ends of the pier and the boat shelter. All depths should be referenced to the normal summer level.
- e. The proposed boat shelter - show where the boat shelter will be situated with respect to the pier and the shoreline.
- f. Any existing boathouse, either over the water or on shore.
- g. The location and distance to the 5 principal buildings which are clearly visible from the waterway, and are within 500 feet of the project site.

The **“Side View”** should show the boat shelter, supports and lakebed contour, with all dimensions.

Please select the scale of the drawing carefully to fit all the necessary information on the application form. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

Please send the completed application to the Water Management Specialist for the county where your project is located (a complete listing of addresses by county can be found on the Waterway and Wetland Permits web page link below).

<http://www.dnr.state.wi.us/org/water/fhp/waterway/wmscoun.htm>

DRAWINGS OF PROPOSED
ACTIVITY SHOULD BE
PREPARED IN ACCORDANCE
WITH SAMPLE DRAWING

Location Sketch (Indicate scale.) Show route
to project site: include nearest main road and crossroad.

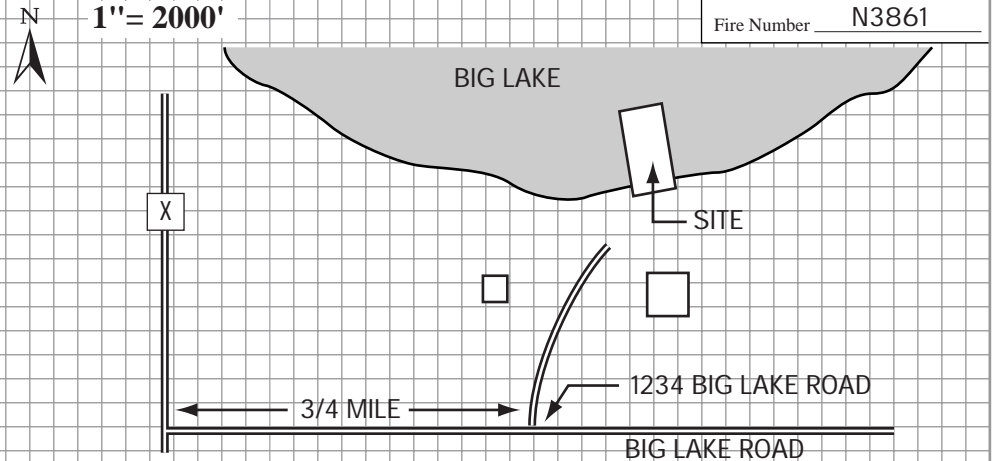
BOAT SHELTER
SAMPLE DRAWING

Proposed Materials

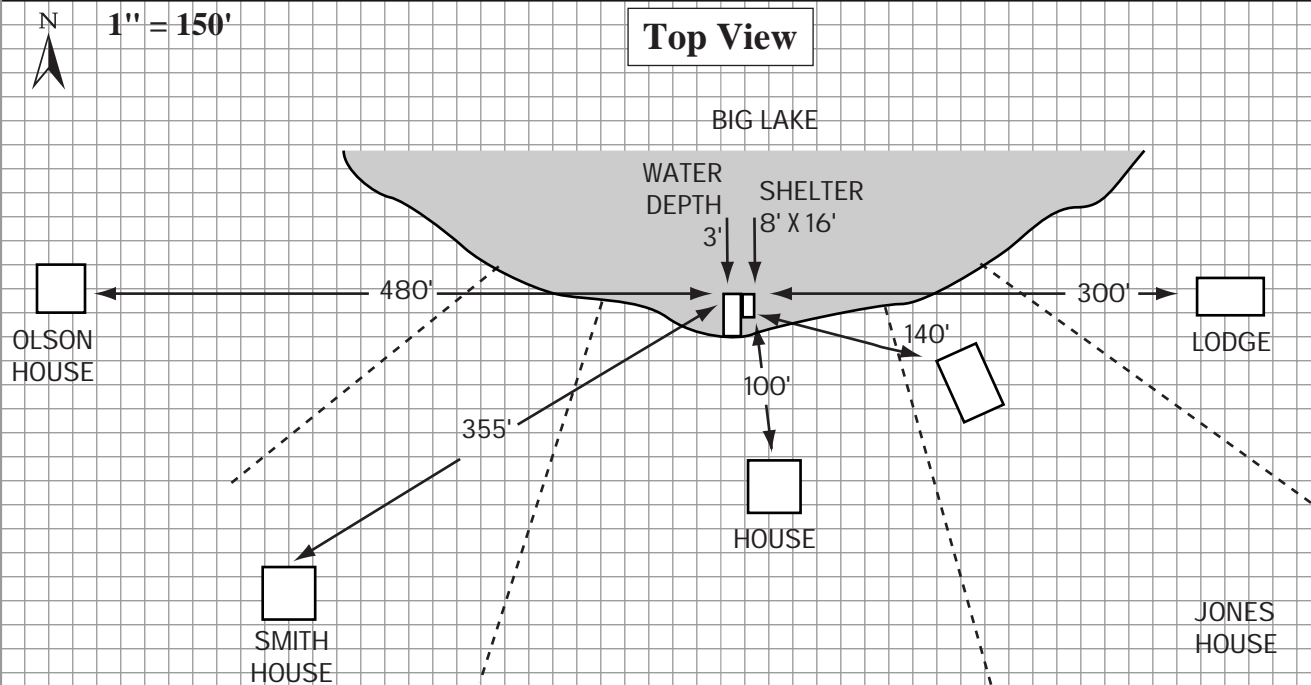
6 4"x4" treated 2x4
trusses

Green asphalt shingles
over plywood

Exposed wood painted
brown

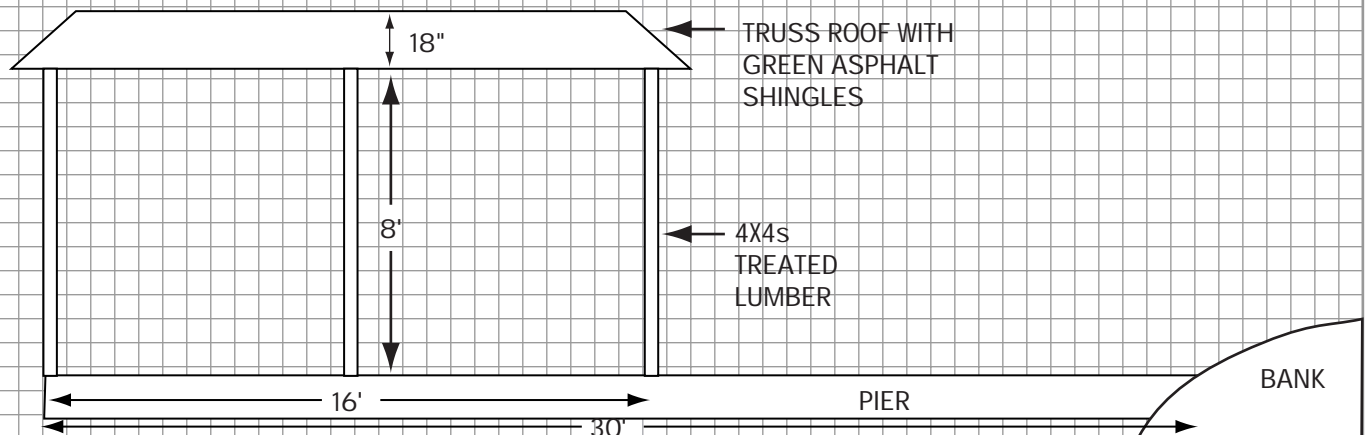


Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)
Use additional sheets if necessary.



1" = 5'

Cross Section



PLEASE COMPLETE BOTH PAGES 1 & 2 OF THIS APPLICATION. PRINT OR TYPE. The Department requires use of this form for any application filed pursuant to Chapter 30, Wis. Stats. The Department will not consider your application unless you complete and submit this application form. Personally identifiable information on this form will not be used for any other purpose, but it must be made available to requesters under Wisconsin's open records law [s. 19.31-19.39, Wis. Stats.].

1. Applicant (Individual or corporate name)		2. Agent/Contractor (firm name)	
Address		Address	
City, State, Zip Code	Fire Number	City, State, Zip Code	
Telephone No. (Include area code)	Tax Parcel Number	Telephone No. (Include area code)	

3. If applicant is not owner of the property where the proposed activity will be conducted, provide name and address of owner and include letter of authorization from owner. Owner must be the applicant or co-applicant for structure, diversion and stream realignment activities.

Owner's Name	Address	City, State, Zip Code
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4. Is the applicant a business? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, is the permit or approval you are applying for necessary for you to conduct this business in the State of Wisconsin? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain why (attach additional sheets if necessary):	5. Project Location Address _____ Village/City/Town _____ Fire Number _____ Tax Parcel Number _____ Waterway _____ County _____ Govt. Lot _____ OR _____ 1/4, _____ 1/4, of Section _____ , Township _____ North, Range _____ (East) (West)
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6. Adjoining Riparian (Neighboring Waterfront Property Owner) Information

Name of Riparian #1	Address	City, State, Zip Code
Name of Riparian #2	Address	City, State, Zip Code

7. Project Information (Attach additional sheets if necessary)

(a) Describe proposed activity (include how this project will be constructed)

(b) Purpose, need and intended use of project

(c) I have applied for or received permits from the following agencies: (Check all that apply)

☐ Municipal ☐ County ☐ Wis. DNR ☐ Corps of Engineers

(d) Date activity will begin if permit is issued _____; be completed: _____.

(e) Is any portion of the requested project now complete?

☐ Yes ☐ No

If yes, identify the completed portion on the enclosed drawings and indicate here the date activity was completed:

I hereby certify that the information contained herein is true and accurate. I also certify that I am entitled to apply for a permit, or that I am the duly authorized representative or agent of an applicant who is entitled to apply for a permit. Any inaccurate information submitted may result in permit revocation, the imposition of a forfeiture(s) and requirement of restoration.

Signature of Applicant(s) or Duly Authorized Agent	Date Signed
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LEAVE BLANK - FOR RECEIVING AGENCY USE ONLY		
Corps of Engineers Process No.	Wisconsin DNR File No.	
Received By	Date Received	Date Application Was Complete

State / Federal Application for Water Regulatory Permits and Approvals

Form 3500-053 (R 4/01)

Page 2 of 2

Drawings of proposed activity should be prepared in accordance with sample drawing.

Location Sketch (Indicate scale)

Show route to project site: include nearest main road and crossroad.

N

1" = _____ ft.

Fire Number _____

Proposed Materials



Project Plans (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)
Use additional sheets if necessary.

N

1" = _____ ft.

Top View



Cross Section

BOAT SHELTER APPLICATION SUPPLEMENT

Applicant Name _____

Waterway Name _____

County _____

Please fill in the answers to the following questions:

1. Are there any boathouses on the property, either over the water or within 75 feet of the shoreline?

2. Are there any existing permanent boat shelters on the property? (Note, contiguous lots in common ownership are considered one property) _____
3. How long and how wide is the existing or proposed pier? _____
4. What is the water depth at the end of the pier? _____
5. What are the outside dimensions of the boat shelter?
Height _____
Length _____
Width _____
Roof Pitch _____ or Height from roof peak to eaves _____
6. How far from the shoreline is the outermost point of the boat shelter? _____
7. What is the water depth at the outermost point of the boat shelter? _____
8. What color is the boat shelter? _____
9. What lighting (if any) will the boat shelter have? _____
10. What are the dimensions of the watercraft to be stored in this boat shelter?
Length _____ Width _____
11. What is the size of your lake? _____ acres
12. What are the five principal structures within 500 feet of the proposed boat shelter location? (For example, Smith house) Note, principal structure is the main building on a particular lot, this is usually a residence.

REMINDER - Be sure to enclose photographs of the project site and each of the neighboring structures, along with a copy of your tax statement or deed and the proper permit fee.